

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	SRFJPMC-158-09	
		募集締切日： Closing Date	27 Jul 09	
		発行日： Date of Issue	14 Jul 09	
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>0</u>) <h3 style="text-align: center;">Interpreter-Translator, #102</h3> <p style="text-align: center;">(通訳翻訳職)</p> <p style="text-align: center;">受諾可能な下位等級 Acceptable Trainee Level: 1-4</p> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka, Production Department (C300), Shop Division (C350), Operations Branch (C353), Central Tool Room (X60) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)		
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday thru Friday 月曜日 - 金曜日 勤務時間・休憩 Work Hours/Recess Period: 08:00 - 16:45/12:00 -12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
6.職務内容 Duties <h3 style="text-align: center;">See attached sheet</h3>				
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. b. Knowledge of technical terms related to the ship repair work. c. Knowledge of customer service concepts and practices. d. Skill in operating computer such as MS Word, Excel, Access, etc. e. Ability to simultaneously interpret and translate oral or written statements of routine and non-technical nature from English into Japanese or vice versa. f. Ability to speak, read, and write English and Japanese at exceptional proficiency level. *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.				
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional				
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		
8.提出するもの Application and Associated Documents			職務状況 Working Condition	

<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	
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9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : SRFJPMC MLC Manpower Division (C1160) 軍電 (DSN) 243-4554 / 4553

PD No.:SRFJPMC-X60-003 PD is accurate and current. Certified by Activity: ho HRO: (7/10)mm7/14 ms 7/14

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

Interpreter – Translator, #102-5 Task List

1. Performs administrative control work relative to the issuance and return of NAVSHIPREPFAC tools and equipments to ship's force and U.S. personnel in accordance with given directives and instructions. The specific work includes but not limited to: making determination relative to approval or disapproval of issuance of tools and equipments; maintaining liaison with Ship Superintendent as to ship's tool issue or return; initiating action to request ship to return delinquent tools in accordance with NAVSHIPREPFAC instructions; taking necessary reimbursement action for ship on non-returned tools and consumable items issued.
 2. Initiates procurement action for Organizational Issue Materials (OIM) such as foul weather jackets, coveralls, safety shoes, etc., to be issued to USN and USCS personnel assigned to NAVSHIPREPFAC Yokosuka. Issuing and maintaining up-to-date control record of OIM, and conducting periodical inventory of the OIM on loan and in stock.
 3. Performs various kinds of clerical tasks including preparation of documents, letters, memos and statistics relative to administration and control of tools and OIM.
 4. Performs work involved in interpreting and translating oral or written statements of routine and non-technical nature from English into Japanese and vice versa. The materials to be translated are instructions, notices, memoranda and tool issue and return requests mainly concerned with the operation of SRF Central Tool Room. Receives telephone calls from U.S. military and civilian personnel. Acts as interpreter between U.S. personnel and Japanese employees in the Central Tool Room, SRF.
- Performs other related or incidental duties as assigned.